

## PD-34000

## PD Information

PD Number	WW0Y395	Master	
Position Title	Contract Specialist	Cloned from Master	
Servicing HR Office	National Capital Region	Standard	Regional
Service/Staff Office/Region	PBS	Owner	Michelle Lee
PD Status	Active	Series	1102
Pay Plan	GS	Supervisory Status	Non-supervisory (8)
Grade	13	FPL	GS-13
Position Status	Competitive Service (1)	FLSA	Exempt
I/A	Yes	Competitive Level	N001
Position Sensitivity	Non Critical Sensitive (2)	Financial Statement	OGE-450
Drug Test	Position does not require drug test (L)	Occupational Category Code	Professional (P)
Public Trust Indicator	Level 6 - High Risk (6)	Keywords	Cybersecurity Data Element Code: 000
Legacy - Classified By		Capstone Official	
Classified By	Michelle Lee	Classified On	2/6/2018
Vacancy Announcement Number		Job Analysis Attachment	

## Description

**Description** Contract Specialist, GS-1102-13  
 PD#: WW0Y395  
 NCC Designation: Non-Critical Sensitive, Access to Secret, Confidential, or "L" level information, High Risk, T5, SF-86 (02/06/18)

This position description is designated with a Cybersecurity Data Element Code 000, based on requirements in the November 2, 2016, version of the NICE Cybersecurity Workforce Framework. (National Classification Center)

This is a non-critical sensitive position, requiring Secret clearance. The office is responsible for construction contracting services for DHS, FBI, and State Department. Some of the projects are for classified space and a clearance is required to work on them.

**INTRODUCTION:**

The position is located in the General Services Administration (GSA), National Capital Region, Public Buildings Service (PBS), Office of Acquisition (OOA). In this capacity, serves as senior-level Contract Specialist with a warrant for the most complex contracting actions and projects performed within the assigned organizational unit.

**MAJOR DUTIES:*****Serves as a Senior-level Contract Specialist and Negotiator:***

As Senior-level Contract Specialist, devises procurement strategies required to support major acquisitions that are strategically vital to customers in their mission accomplishment and substantively impact the local business community and the general public as well. In this capacity, develops, prepares, negotiates, awards, administers and terminates assigned contractual vehicles and/or task orders for highly complex construction, professional services, A/E services, construction management services, design-build projects, and/or a variety of highly complex service type contracts, and/or other highly specialized procurements of significant importance to

customer agencies involving national contracts and/or other specialized acquisition projects. Projects include the planning and procurement of design services and construction for laboratories, Federal office buildings, courthouses or other new high-rise or state of the art facilities; using new and/or existing contracting techniques to solve unique complex problems using innovative concepts, or working on highly complex and long range building service type contracts, possibly as part of a national program. The incumbent develops procurement objectives in terms of competition and price reasonableness used to construct contractual vehicles, including the use of pricing arrangements, sub-contracting policy, set-aside policies and similar considerations; prepares and maintains acquisition plans, appropriate milestones and related schedules. Leads the procurement team in the acquisition and development of changes to these highly technical and economically complex, multi-year contracts. Participates in the development of new requirements based on changes in the design and construction industry. Prepares statements of work and prepares solicitation documents. Performs detailed analyses of all cost elements in contractors' proposals and makes competitive range determinations. Obtains appropriate data from business and technical officials.

Methods of acquisition employed may vary widely and typically require subsequent follow-on actions and/or involve subcontracts containing interpretive or projected terms, conditions or methods of payment.

Serving as a lead negotiator. Plans the negotiation strategy, coordinates with negotiation team and other necessary activities such as legal counsel, audit and subordinate activities.. Exercises responsibility for the resolution of highly complex issues including the requirement for detailed contract modifications designed to clarify questions and/or issues involving specification changes, resolution of language ambiguities and clarification or applicability of specific clauses. Negotiates changes with both the customer agency and vendor personnel and, as required, may also negotiate the incorporation of various change orders into a modified agreement. Develops and recommends improvements to existing schedules contracts; serves as Contracting Officer for high dollar value and/or the most complex and difficult term and condition procurements. Performs post-award contract administration functions, to include negotiating modifications, incorporation of change orders and/or resolution of any disputes that may arise, requiring the exercise of discretionary Contracting Officer authority.. Analyzes prospective vendors' capability to perform under the terms of the contract, assessing potential effectiveness in meeting all technical and administrative contractual requirements. Performs the full range of contract administration actions required for the acquisition program, including the issuance of contract modifications, negotiation of changes, exercise of options, investigation and resolution of contractor delays, issuance of cure notices or show cause letters, evaluation of contractor performance, disposition of claims, use of alternative dispute resolute as appropriate and other similar administrative matters.

***Procures the Most Complex, Large, and Politically Sensitive Projects:***

Oversees and monitors the most complex, large, or politically sensitive projects. Responsibilities include, but are not limited to, ensuring appropriate acquisition project design and tracking, timely processing of awards and modifications, and overall, ensuring that projects are completed within contractually mandated budgetary scope and schedule. Acquisition-management authority extends from the preliminary planning stage through the design, construction, build out, equipment installation, performance and acceptance of services and close out stages **OR** managing all contractual aspects of a national program involving coordination of a number of contracts, which require long-range procurement planning; an expert knowledge of the program objectives, scheduling, and interrelationships with other programs; and skill in interpreting policies to solve unprecedented problems as well as working on national teams and pilot programs, which necessitate the use of innovative procurement techniques or tools when new or untried concepts or techniques are required. Overall projects typically involve large sums of money, and involve projects lasting 4 or more years. Most projects involve complex source selection and/or other critical decisions based on an analysis of highly technical evaluation criteria. Some acquisition projects involve government or world-wide customers, subsequently generating increased scrutiny and/or oversight, with Congressional or OMB oversight or interest in procurements handled not atypical.

Leads procurement team members in the acquisition and development of changes to these highly technical and economically complex, multi-year contracts and participates in the development of statements of new requirements based on changes in the design and construction industry, or applicable services industry, and the most acceptable performance standards. Serves as advisor to program officials in procurement planning meetings, providing technical advice regarding the procurement objectives to be used and assisting in preparing statements of work. Prepares determinations and findings. Conducts pre-proposal conferences with prospective contractors and issues necessary amendments to clarify questions concerning specification changes, language ambiguities or clarification of contract clauses. Serves as lead negotiator with responsibility for planning the negotiation strategy and coordinating other necessary activities with the negotiation team, legal counsel, audit and compliance entities, etc. Resolves pre- and post- award protests.

**Factor 1, Knowledge Required by the Position    Level 1-8    1550 points**

Expert knowledge of and ability to interpret laws, regulations, principles and policies to generate new procurement concepts and to recommend to management approval of procurements for the largest, newest and/or emerging state of the art systems, equipment and services where little or no contractual precedent exists to serve as guidance in developing or modifying procurement strategies or pricing structure to meet unprecedented business needs.

Knowledge and skill sufficient to plan and procure design services and construction for laboratories, Federal office buildings, or other new high-rise or state of the art facilities. This involves preparing and awarding contracts for demonstration, including development of preliminary design and contract specifications, and

developing additional contracts to procure scale models or full size modules to demonstrate the concepts of techniques when new or untried concepts or construction techniques are involved.

Mastery of the principles of acquisition planning sufficient to develop and implement an acquisition plan to procure multiyear contracts for highly specialized building and systems design, construction and installation services.

Expert knowledge of price/cost analysis, negotiation, and contract administration and termination techniques required to exercise the full range of delegated procurement authority; ability to provide technical guidance and advise and assist specialists and program officials involved in the procurement process.

Knowledge of contract types and contracting methods and techniques including cost and incentive contracting, award fee, cost sharing arrangements, processing of unsolicited proposals, multiple awards, and special provisions relating to assigned procurements.

Knowledge of acquisition project management and delivery, including the governing regulations, methodologies and processes required to oversee all aspects of assigned projects and to achieve critical project goals, timelines and objectives.

Knowledge of contract administration techniques sufficient to monitor contractors' performance throughout all phases of project development and execution; skill in negotiation techniques required to participate in complex or extended contract negotiations, require the monitoring of the performance of the prime contractor and a large number of subcontractors, negotiation of forward pricing rates and claims, complex changes and terminations or contract close out, and to meet and deal with varying levels of vendor, client agency and/or other Government officials.

Familiarity with business strategy, program and technical requirements sufficient to perform in-depth evaluations of the financial and technical capabilities, or the performance, of the contractor.

#### **Factor 2, Supervisory Controls Level 2-4 450 points**

The designated supervisor assigns work in terms of broad general guidance that indicates the overall objectives and goals of the projects involved. As a recognized technical authority in the area of contracting and acquisition project management, the incumbent functions independently and exercises broad latitude in accomplishing work assignments within established objectives and schedules. The incumbent is delegated complete responsibility for most assignments, including the authority to plan, schedule and carry out major projects.

Completed work is considered technically authoritative, and findings and recommendations are normally accepted without significant change. Files are reviewed as Part of the PBS's management controls.

#### **Factor 3 Guidelines Level 3-4 450 points**

Guidelines include Federal, GSA and PBS acquisition regulations, directives, policy, procedures and general operating practices, as well as other standard operating requirements. Established Agency policies and procedures are of limited use in planning and coordinating the complex variety of activities necessary to accomplish all requirements in support of assigned acquisition projects. The incumbent authoritatively interprets and provides advice on contractual policies, regulations and other guidance related to the projects managed, and makes decisions based on an adaptation of available guidance.

#### **Factor 4 Complexity Level 4-5 325 points**

The work consists of varied acquisition management responsibilities requiring many different and unrelated processes and methods that are applied to a broad range of PBS projects and related contractual activities, involving a substantial depth of technical analysis. Assignments include complex, sensitive and/or extensive acquisition projects authorized and obligated under existing program authorities. Representative complexities of work at this level include: design instability in the early stages of the acquisition cycle, resulting in frequent design and performance changes; difficulty in developing time schedules; lack of precedent and cost data; use of a wide variety of cost and fixed-price contracts in a broad range of complex terms and conditions; multiple year long-term contracts; sole source negotiating environments; use of extensive cost analysis to determine reasonableness, and extensive use of subcontracts. Work involves the development of project management and acquisition scheduling and delivery strategies impacting other GSA and client agency personnel, and often requires significant departures from established practices to resolve widespread or critical problems. In this regard, the incumbent's technical decisions often constitute the Agency's recommendation or approval concerning the adequacy and cost effectiveness of proposed complex contract specifications, procurement vehicles and master acquisition plans.

#### **Factor 5, Scope and Effect Level 5-5 325 points**

The purpose of the work is to perform functions as a contracting expert in support of assigned acquisition projects and related activities, and in accordance with overall PBS program goals and objectives. The work contributes to the overall accomplishment of major acquisition projects, and further impacts other business concerns, contractors/vendors and GSA client agencies throughout the Region and in many cases, across the nation. This involves developing innovative approaches and acquisition plans, source selection plans, negotiation strategies, and contract terms, conditions, and pricing/cost plans for the more complex and/or larger dollar value procurements. The employee's recommendations are authoritative and commit the Government to courses of action on projects which are multi-year in duration and obligate large sums of money; directly affect the economies of various areas and segments of the marketplace; set precedents which have Congressional and Executive interest; and influence policy, procedures and operations in procurement and contract management organizations Government-wide.

#### **Factor 6, Personal Contacts Level 6-3 60 points**

Contacts outside the agency are with contractors and potential contractors ranging from the Senior Marketing Vice President to the President/CEO of companies in negotiations under adversarial conditions and often in unstructured settings, as well as with the requiring agency and other regulatory agencies. Contacts with GSA and other agencies, both civilian and military are at all levels: Federal Judges, State and Federal Congressional Representatives and Senators, senior-level officials, program officials, managers, contract clearance staffs, small and minority business advisors, attorney advisors, auditors, Inspector General's office, budget, finance, technical specialists, etc. Contacts with Congressional offices and representatives of the General Accounting Office are on specific claims or protests, as well as on programmatic matters. The employee must exercise discretion and excellent judgment in discussion of complex issues that may arise.

**Factor 7, Purpose of Contacts** Level 7-3

**120 points**

Contacts with industry are to perform market research to gain a complete understanding of current commercial practices within the industry.  
 Contacts with industry are to negotiate contracts with industry officials; to seek resolution of offerors' proposed deficiencies; to negotiate favorable terms, conditions, delivery schedules, and fair and reasonable prices; and to resolve problems that arise during the performance of a contract.  
 Contacts with the requiring activity are to assess clients' requirements and advise responsible officials of acquisition strategy, and to organize procurement plans and procedures that include the determination of negotiation objectives (savings, terms/conditions, etc.). Contacts with high-level officials of GSA and the requiring activity are to clarify issues and to respond to requests for information.  
 Contacts with clients, contractors/subcontractors, GSA customer service representatives and other GSA personnel are to participate actively in partnering conferences to ensure methods for effective communication and problem solving.

**Factor 8, Physical Demands** Level 8-1

**5 points**

Work is primarily sedentary but some walking and lifting are required. Travel may require extended, unusual working hours.

**Factor 9, Work Environment** Level 9-1

**5 points**

Work is usually performed in an office environment with adequate lighting, heat, and ventilation. There are occasional visits to vendor facilities to conduct fact-finding, pre-award surveys, reviews, benchmarks, inspections, tenant meetings and negotiations. Commercial facilities may have varying environments and the incumbent must be aware of potential hazards. Hard hats are required when visiting an active construction site.

**Total points: 3290**

**GS-13 Grade Range: 3155-3600**

**CLASSIFICATION EVALUATION STATEMENT**

**References:** OPM Position Classification Standard for the Contracting Series, GS-1102, dated December, 1983.

**Series and Title Determination:** The GS-1102 series includes positions that manage, supervise, perform, or develop policies and procedures for professional work involving the procurement of supplies, services, construction, or research and development using formal advertising or negotiation procedures; the evaluation of contract price proposals; and the administration or termination and close out of contracts. The work requires knowledge of the legislation, regulations, and methods used in contracting; and knowledge of business and industry practices, sources of supply, cost factors, and requirements characteristics. This position serves as an expert Contract Specialist working on the most complex contracting actions and projects. As such, the employee develops, prepares, negotiates, awards, administers and terminates assigned contractual vehicles and/or task orders for most complex construction, professional services, A/E services, construction management services, design-build projects, a variety of complex service type contracts, and/or other highly specialized procurements of significant importance to customer agencies involving national contracts and/or other specialized acquisition projects. The primary work of this position is of a contracting, professional, two-grade interval. As such, the position is properly classified in the GS-1102 series and officially titled, Contract Specialist as prescribed in the GS-1102 position classification standard. That title is prescribed for positions which require knowledge of pre-award and post-award procedures to plan and conduct the contracting process from the description of the requirements through contract delivery.

**Grade Determination:** This position was evaluated on a factor-by-factor basis using the factor level descriptions and benchmark descriptions in the Position Classification Standard for the Contracting Series. Total points, 3190, evaluate at the GS-13 level.

**Final Classification Determination: Contract Specialist, GS-1102-13.**

**FLSA EVALUATION**

***Learned Professional Exemption***

Met - The base pay exceeds the minimum salary threshold of \$23,660; AND

Met - The primary duty this position involves the performance of work requiring advanced knowledge in a field of science or learning that is customarily acquired through a prolonged course of specialized intellectual

instruction, as those terms are defined in 5 CFR 551.208(a); AND

Met – The work is predominantly intellectual in character and includes work that requires the consistent exercise of discretion and judgment, as opposed to routine mental, manual, mechanical, or physical work. The advanced knowledge required by the work cannot be attained at the high school level; AND

Met - The employee serves as an expert Contract Specialist for the most complex contracting actions and projects performed within the GSA, PBS, AMD. As a senior and expert Contract Specialist, he/she works on the most complex and highly visible contracting actions, projects, and activities.

**Comments/Explanations:** As a Contract Specialist, the position meets the provisions of the learned professional exemption.

**Conclusion:** Exempt.

#### Additional Description

Created By Michelle Lee, 2/6/2018 6:40 PM

Last Modified By Michelle Lee, 2/6/2018 6:40 PM

#### Activity History

Email: PD Number: WW0Y395 - Details

Name Charleen Williams

Task ✓

Due Date 2/12/2018

Assigned To Charleen Williams

Last Modified Date/Time 2/12/2018 8:11 AM

Comments Additional To: charleen.williams@gsa.gov

CC:

BCC: charleen.williams@gsa.gov

Attachment:

Subject: PD Number: WW0Y395 - Details

Body:

PD Number: WW0Y395

Position Title: Contract Specialist

Servicing HR Office: National Capital Region

Service/Staff Office/Region: PBS

PD Status: Active

Pay Plan: GS

Grade: 13

Position Status: Competitive Service (1)

I/A: Yes

Position Sensitivity: Non Critical Sensitive (2)

Drug Test: Position does not require drug test (L)

Public Trust Indicator: Level 6 - High Risk (6)

Legacy - Classified By:

Classified By: Michelle Lee

Vacancy Announcement Number:

Master: 0

Cloned from Master: 0

Standard: Regional

Owner: Michelle Lee

**Series: 1102**

**Supervisory Status: Non-supervisory (8)**

**FPL: GS-13**

**FLSA: Exempt**

**Competitive Level: N001**

**Financial Statement: OGE-450**

**Occupational Category Code: Professional (P)**

**Keywords: Cybersecurity Data Element Code: 000**

**Classified On: 2/6/2018**

**Job Analysis Attachment: 0**

**Created By: Michelle Lee**

**Description: Contract Specialist, GS-1102-13**

**PD#: WW0Y395**

**NCC Designation: Non-Critical Sensitive, Access to Secret, Confidential, or "L" level information, High Risk, T5, SF-86 (02/06/18)**

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#### **MAJOR DUTIES:**

**Serves as a Senior-level Contract Specialist and Negotiator:**

As Senior-level Contract Specialist, devises procurement strategies required to support major acquisitions that are strategically vital to customers in their mission accomplishment and substantively impact the local business community and the general public as well. In this capacity, develops, prepares, negotiates, awards, administers and terminates assigned contractual vehicles and/or task orders for highly complex construction, professional services, A/E services, construction management services, design-build projects, and/or a variety of highly complex service type contracts, and/or other highly specialized procurements of significant importance to customer agencies involving national contracts and/or other specialized acquisition projects. Projects include the planning and procurement of design services and construction for laboratories, Federal office buildings, courthouses or other new high-rise or state of the art facilities; using new and/or existing contracting techniques to solve unique complex problems using innovative concepts, or working on highly complex and long range building service type contracts, possibly as part of a national program. The incumbent develops procurement objectives in terms of competition and price reasonableness used to construct contractual vehicles, including the use of pricing arrangements, sub-contracting policy, set-aside policies and similar considerations; prepares and maintains acquisition plans, appropriate milestones and related schedules. Leads the procurement team in the acquisition and development of changes to these highly technical and economically complex, multi-year contracts. Participates in the development of new requirements based on changes in the design and construction industry. Reviews statements of work and prepares solicitation documents. Performs detailed analyses of all cost elements in contractors' proposals and makes competitive range determinations. Obtains appropriate data from business and technical officials.

Methods of acquisition employed may vary widely and typically require subsequent follow-on actions and/or involve subcontracts containing interpretive or projected terms, conditions or methods of payment.

Serving as a lead negotiator. Plans the negotiation strategy, coordinates with negotiation team and

other necessary activities such as legal counsel, audit and subordinate activities., Exercises responsibility for the resolution of highly complex issues including the requirement for detailed contract modifications designed to clarify questions and/or issues involving specification changes, resolution of language ambiguities and clarification or applicability of specific clauses. Negotiates changes with both the customer agency and vendor personnel and, as required, may also negotiate the incorporation of various change orders into a modified agreement. Develops and recommends improvements to existing schedules contracts; serves as Contracting Officer for high dollar value and/or the most complex and difficult term and condition procurements. Performs post-award contract administration functions, to include negotiating modifications, incorporation of change orders and/or resolution of any disputes that may arise, requiring the exercise of discretionary Contracting Officer authority.. Analyzes prospective vendors' capability to perform under the terms of the contract, assessing potential effectiveness in meeting all technical and administrative contractual requirements.

Performs the full range of contract administration actions required for the acquisition program, including the issuance of contract modifications, negotiation of changes, exercise of options, investigation and resolution of contractor delays, issuance of cure notices or show cause letters, evaluation of contractor performance, disposition of claims, use of alternative dispute resolute as appropriate and other similar administrative matters.

#### **Procures the Most Complex, Large, and Politically Sensitive Projects:**

Oversees and monitors the most complex, large, or politically sensitive projects. Responsibilities include, but are not limited to, ensuring appropriate acquisition project design and tracking, timely processing of awards and modifications, and overall, ensuring that projects are completed within contractually mandated budgetary scope and schedule. Acquisition-management authority extends from the preliminary planning stage through the design, construction, build out, equipment installation, performance and acceptance of services and close out stages OR managing all contractual aspects of a national program involving coordination of a number of contracts, which require long-range procurement planning; an expert knowledge of the program objectives, scheduling, and interrelationships with other programs; and skill in interpreting policies to solve unprecedented problems as well as working on national teams and pilot programs, which necessitate the use of innovative procurement techniques or tools when new or untried concepts or techniques are required.

Overall projects typically involve large sums of money, and involve projects lasting 4 or more years. Most projects involve complex source selection and/or other critical decisions based on an analysis of highly technical evaluation criteria. Some acquisition projects involve government or world-wide customers, subsequently generating increased scrutiny and/or oversight, with Congressional or OMB oversight or interest in procurements handled not atypical.

Leads procurement team members in the acquisition and development of changes to these highly technical and economically complex, multi-year contracts and participates in the development of statements of new requirements based on changes in the design and construction industry, or applicable services industry, and the most acceptable performance standards. Serves as advisor to program officials in procurement planning meetings, providing technical advice regarding the procurement objectives to be used and assisting in preparing statements of work. Prepares determinations and findings. Conducts pre-proposal conferences with prospective contractors and issues necessary amendments to clarify questions concerning specification changes, language ambiguities or clarification of contract clauses. Serves as lead negotiator with responsibility for planning the negotiation strategy and coordinating other necessary activities with the negotiation team, legal counsel, audit and compliance entities, etc. Resolves pre- and post- award protests.

#### **Factor 1, Knowledge Required by the Position    Level 1-8                    1550 points**

Expert knowledge of and ability to interpret laws, regulations, principles and policies to generate new procurement concepts and to recommend to management approval of procurements for the largest, newest and/or emerging state of the art systems, equipment and services where little or no contractual precedent exists to serve as guidance in developing or modifying procurement strategies or pricing structure to meet unprecedented business needs.

Knowledge and skill sufficient to plan and procure design services and construction for laboratories, Federal office buildings, or other new high-rise or state of the art facilities. This involves preparing and awarding contracts for demonstration, including development of preliminary design and contract specifications, and developing additional contracts to procure scale models or full size modules to demonstrate the concepts of techniques when new or untried concepts or construction techniques are involved.

Mastery of the principles of acquisition planning sufficient to develop and implement an acquisition plan to procure multiyear contracts for highly specialized building and systems design, construction and installation services.

Expert knowledge of price/cost analysis, negotiation, and contract administration and termination techniques required to exercise the full range of delegated procurement authority; ability to provide technical guidance and advise and assist specialists and program officials involved in the procurement process.

Knowledge of contract types and contracting methods and techniques including cost and incentive contracting, award fee, cost sharing arrangements, processing of unsolicited proposals, multiple awards, and special provisions relating to assigned procurements.

Knowledge of acquisition project management and delivery, including the governing regulations,

methodologies and processes required to oversee all aspects of assigned projects and to achieve critical project goals, timelines and objectives.

Knowledge of contract administration techniques sufficient to monitor contractors' performance throughout all phases of project development and execution; skill in negotiation techniques required to participate in complex or extended contract negotiations, require the monitoring of the performance of the prime contractor and a large number of subcontractors, negotiation of forward pricing rates and claims, complex changes and terminations or contract close out, and to meet and deal with varying levels of vendor, client agency and/or other Government officials.

Familiarity with business strategy, program and technical requirements sufficient to perform in-depth evaluations of the financial and technical capabilities, or the performance, of the contractor.

#### **Factor 2, Supervisory Controls Level 2-4 450 points**

The designated supervisor assigns work in terms of broad general guidance that indicates the overall objectives and goals of the projects involved. As a recognized technical authority in the area of contracting and acquisition project management, the incumbent functions independently and exercises broad latitude in accomplishing work assignments within established objectives and schedules. The incumbent is delegated complete responsibility for most assignments, including the authority to plan, schedule and carry out major projects. Completed work is considered technically authoritative, and findings and recommendations are normally accepted without significant change. Files are reviewed as part of the PBS's management controls.

#### **Factor 3 Guidelines Level 3-4 450 points**

Guidelines include Federal, GSA and PBS acquisition regulations, directives, policy, procedures and general operating practices, as well as other standard operating requirements. Established Agency policies and procedures are of limited use in planning and coordinating the complex variety of activities necessary to accomplish all requirements in support of assigned acquisition projects. The incumbent authoritatively interprets and provides advice on contractual policies, regulations and other guidance related to the projects managed, and makes decisions based on an adaptation of available guidance.

#### **Factor 4 Complexity Level 4-5 325 points**

The work consists of varied acquisition management responsibilities requiring many different and unrelated processes and methods that are applied to a broad range of PBS projects and related contractual activities, involving a substantial depth of technical analysis. Assignments include complex, sensitive and/or extensive acquisition projects authorized and obligated under existing program authorities. Representative complexities of work at this level include: design instability in the early stages of the acquisition cycle, resulting in frequent design and performance changes; difficulty in developing time schedules; lack of precedent and cost data; use of a wide variety of cost and fixed-price contracts in a broad range of complex terms and conditions; multiple year long-term contracts; sole source negotiating environments; use of extensive cost analysis to determine reasonableness, and extensive use of subcontracts. Work involves the development of project management and acquisition scheduling and delivery strategies impacting other GSA and client agency personnel, and often requires significant departures from established practices to resolve widespread or critical problems. In this regard, the incumbent's technical decisions often constitute the Agency's recommendation or approval concerning the adequacy and cost effectiveness of proposed complex contract specifications, procurement vehicles and master acquisition plans.

#### **Factor 5, Scope and Effect Level 5-5 325 points**

The purpose of the work is to perform functions as a contracting expert in support of assigned acquisition projects and related activities, and in accordance with overall PBS program goals and objectives. The work contributes to the overall accomplishment of major acquisition projects, and further impacts other business concerns, contractors/vendors and GSA client agencies throughout the Region and in many cases, across the nation. This involves developing innovative approaches and acquisition plans, source selection plans, negotiation strategies, and contract terms, conditions, and pricing/cost plans for the more complex and/or larger dollar value procurements. The employee's recommendations are authoritative and commit the Government to courses of action on projects which are multi-year in duration and obligate large sums of money; directly affect the economies of various areas and segments of the marketplace; set precedents which have Congressional and Executive interest; and influence policy, procedures and operations in procurement and contract management organizations Government-wide.

#### **Factor 6, Personal Contacts Level 6-3 60 points**

Contacts outside the agency are with contractors and potential contractors ranging from the Senior Marketing Vice President to the President/CEO of companies in negotiations under adversarial conditions and often in unstructured settings, as well as with the requiring agency and other regulatory agencies. Contacts with GSA and other agencies, both civilian and military are at all levels: Federal Judges, State and Federal Congressional Representatives and Senators, senior-level officials, program officials, managers, contract clearance staffs, small and minority business advisors, attorney advisors, auditors, Inspector General's office, budget, finance, technical specialists, etc. Contacts with Congressional offices and representatives of the General Accounting Office are on specific claims or

protests, as well as on programmatic matters. The employee must exercise discretion and excellent judgment in discussion of complex issues that may arise.

**Factor 7, Purpose of Contacts Level 7-3**

**120 points**

Contacts with industry are to perform market research to gain a complete understanding of current commercial practices within the industry.

Contacts with Industry are to negotiate contracts with Industry officials; to seek resolution of offerors' proposed deficiencies; to negotiate favorable terms, conditions, delivery schedules, and fair and reasonable prices; and to resolve problems that arise during the performance of a contract.

Contacts with the requiring activity are to assess clients' requirements and advise responsible officials of acquisition strategy, and to organize procurement plans and procedures that include the determination of negotiation objectives (savings, terms/conditions, etc.). Contacts with high-level officials of GSA and the requiring activity are to clarify issues and to respond to requests for information.

Contacts with clients, contractors/subcontractors, GSA customer service representatives and other GSA personnel are to participate actively in partnering conferences to ensure methods for effective communication and problem solving.

**Factor 8, Physical Demands Level 8-1**

**5 points**

Work is primarily sedentary but some walking and lifting are required. Travel may require extended, unusual working hours.

**Factor 9, Work Environment Level 9-1**

**5 points**

Work is usually performed in an office environment with adequate lighting, heat, and ventilation. There are occasional visits to vendor facilities to conduct fact-finding, pre-award surveys, reviews, benchmarks, inspections, tenant meetings and negotiations. Commercial facilities may have varying environments and the incumbent must be aware of potential hazards. Hard hats are required when visiting an active construction site.

**Total points: 3290**

**GS-13 Grade Range: 3155-3600**

**CLASSIFICATION EVALUATION STATEMENT**

**References:** OPM Position Classification Standard for the Contracting Series, GS-1102, dated December, 1983.

**Series and Title Determination:** The GS-1102 series includes positions that manage, supervise, perform, or develop policies and procedures for professional work involving the procurement of supplies, services, construction, or research and development using formal advertising or negotiation procedures; the evaluation of contract price proposals; and the administration or termination and close out of contracts. The work requires knowledge of the legislation, regulations, and methods used in contracting; and knowledge of business and industry practices, sources of supply, cost factors, and requirements characteristics. This position serves as an expert Contract Specialist working on the most complex contracting actions and projects. As such, the employee develops, prepares, negotiates, awards, administers and terminates assigned contractual vehicles and/or task orders for most complex construction, professional services, A/E services, construction management services, design-build projects, a variety of complex service type contracts, and/or other highly specialized procurements of significant importance to customer agencies involving national contracts and/or other specialized acquisition projects. The primary work of this position is of a contracting, professional, two-grade interval. As such, the position is properly classified in the GS-1102 series and officially titled, Contract Specialist as prescribed in the GS-1102 position classification standard. That title is prescribed for positions which require knowledge of pre-award and post-award procedures to plan and conduct the contracting process from the description of the requirements through contract delivery.

**Grade Determination:** This position was evaluated on a factor-by-factor basis using the factor level descriptions and benchmark descriptions in the Position Classification Standard for the Contracting Series. Total points, 3190, evaluate at the GS-13 level.

**Final Classification Determination:** Contract Specialist, GS-1102-13.

**FLSA EVALUATION**

**Learned Professional Exemption**

**Met -** The base pay exceeds the minimum salary threshold of \$23,660; **AND**

**Met -** The primary duty this position involves the performance of work requiring advanced knowledge in a field of science or learning that is customarily acquired through a prolonged course of specialized intellectual instruction, as those terms are defined in 5 CFR 551.208(a); **AND**

**Met -** The work is predominantly intellectual in character and includes work that requires the consistent exercise of discretion and judgment, as opposed to routine mental, manual, mechanical, or physical work. The advanced knowledge required by the work cannot be attained at the high school level; **AND**

**Met -** The employee serves as an expert Contract Specialist for the most complex contracting actions and projects performed within the GSA, PBS, AMD. As a senior and expert Contract Specialist, he/she works on the most complex and highly visible contracting actions, projects, and activities.

**Comments/Explanations:** As a Contract Specialist, the position meets the provisions of the learned professional exemption.  
**Conclusion:** Exempt.

**Additional Description:**

**PD History**

2/6/2018 6:40 PM

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User **Michelle Lee**

Connection

Action **Changed Description.**

2/6/2018 6:40 PM

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User **Michelle Lee**

Connection

Action **Created.**

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